

Department of Family and Children Services Administration Policies and Procedures Manual	Section: Financial Part: 2301.2 Page: 1 of 3 Date: November 2009
Title: Direct Benefits – Funding and Placement of Foster Care Children)	

2301.2 Initial Funding and Placement of Foster Care Children

A. Initial Placement of Foster Care Children

1. Every child who enters foster care must have all of their information entered in SHINES within 5 working days of the child entering care. The approved **SHINES placement and payment of care information** authorizes regional accounting to pay foster care invoices, RBWO pre-bills and other bills related to the care of children in foster care.
2. Most children will enter care under one of the Initial Funding program numbers: 503, 579, **607 or 611**.
3. It is the Social Services Case Manager's (SSCM) responsibility to complete **the placement and payment of care information in SHINES**. The demographic information obtained from the child's case information entered in SHINES is used by regional accounting to establish the child's number in the SMILE accounting system.
4. Many of the fields in the SMILE Child File Update are mandated due to Medicaid billing and federal requirements.
5. If a child leaves foster care, and the legal and physical custody is returned to the parents, then if the child reenters care a new **placement and payment of care is completed in SHINES**. Use of initial funding starts over.
6. If a child leaves foster care, but legal custody is retained by DFCS, then if the child returns to care, new **placement and payment of care information is entered in SHINES**. The 6 month initial funding does not start over; **their expenditures would be paid from whatever program was previously determined**.
7. In the Internal Control Plan under Control of Cash Disbursements section, it states we must have **the placement and payment of care information entered and approved in SHINES**.
8. The Provider Support Unit should send a copy of a waiver, if applicable, for RBWO children to approve any payments above the state mandated rates.

Department of Family and Children Services Administration Policies and Procedures Manual	Section: Financial Part: 2301.2 Page: 2 of 3 Date: November 2009
Title: Direct Benefits – Funding and Placement of Foster Care Children)	

B. Funding and Placement Changes of Foster Care Children (Form 529 must still be completed for funding changes ONLY)

1. When a child's situation changes, the SSCM or REV MAX must complete the **placement page, payment of care page, and foster care eligibility determination page in SHINES** within 5 working days.
2. The following is a list of possible reasons a placement page, payment of care page or foster care eligibility determination page is required in SHINES:

NOTE: Until everything is fully operational in SHINES and all case reviews are current and the Re-rate module in SHINES is operational, REV MAX is required to send a completed Form 529 for all funding changes.

- a. Child leaves foster care – DFCS no longer has custody
- b. Child dies while in foster care
- c. Placement Home changes, child moves from the Smith Home to the Butler Home
- d. The County Director approves the special add on per diem of \$.50 to \$1.75
- e. Concurrent Per Diem
- f. Any eligibility changes (529 is initiated by REV MAX-Eligibility Unit)
- g. Respite care for the Foster Parent (DFCS & CPA) - (UAS # 520)
- h. Placement type changes, child leaves FFC and goes to **RBWO** (UAS code changes)
- i. Child re-enters paid foster care because temporary placement at Grandmother's house disrupted (DFCS still has custody).

Department of Family and Children Services Administration Policies and Procedures Manual	Section: Financial Part: 2301.2 Page: 3 of 3 Date: November 2009
Title: Direct Benefits – Funding and Placement of Foster Care Children)	

- j. When a foster home goes out of IV-E compliance and the child is IV-E, the Resource Developer at the county must go in SHINES and complete the Status of Change section which will trigger the system to generate invoices from non IV-E programs until the home goes back into compliance.
 - k. Rerates - **pay special attention to the effective date!**
 - l. Child runs away from the foster home or from the residential placement
 - m. Child is hospitalized
 - n. Child's per diem rate changes
 - o. Adoption of a child – Adoption Supplement begins & foster care per diem stops
3. The placement page, payment of care page and foster care eligibility determination pages must be entered and approved in SHINES which authorizes regional accounting to process and pay foster care invoices, RBWO pre-bills, and other bills related to the care of children in foster care.

NOTE: The Revenue Maximization Unit is responsible for completing 529's on eligibility changes and for updating the foster care eligibility determination section in SHINES.

NOTE: Until told otherwise, REV MAX is to send an email signed copy of the Form 529 to the county and to the regional accounting office for any eligibility changes for purposes of completing re-rates.